

**DUTY STATEMENT**

DS 3022 (7/2019)

**DEPARTMENT OF DEVELOPMENTAL SERVICES****OFFICE OF THE DIRECTOR  
OFFICE OF LEGAL AFFAIRS****DUTY STATEMENT****JOB TITLE: Legal Secretary  
POSITION # 473-002-1282-002**

**GENERAL DUTIES:** Under the direct supervision of the Assistant Chief Counsel, Office of Legal Affairs, and the general direction of the Chief Counsel, the incumbent performs the full range of legal secretarial work. The incumbent provides assistance in the operation of the law office as well as legal secretarial support to the Chief Counsel, Assistant Chief Counsel and other attorneys representing the Department in various legal matters.

**SUPERVISION RECEIVED:** Reports directly to the Assistant Chief Counsel.

**SUPERVISION EXERCISED:** None

**ESSENTIAL DUTIES:**

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| 60% | Prepare and process pleadings, briefs, trial briefs, conservatorships and other legal documents, correspondence and memoranda as directed by office staff attorneys. This includes researching legal citations to ensure accuracy, local court rules, properly formatting legal documents, and preparing exhibits. Transcribe investigative interviews, arrange for service of process and execute legally sufficient proofs of service. Process documents including faxing, scanning, electronic filing, and mailing.                  |
| 20% | Assist in the operation of the Office of Legal Affairs, including updating the assignment management program, logging legal assignments and generating assignment reports, tracking assignments, reviewing billings from the Office of the Attorney General and other accounts payable, and creating and maintaining legal and administrative files. Track and maintain audit appeals from regional centers and vendors. Maintain and update legal publications, and provide other assistance in maintaining law library, as necessary. |
| 15% | Provides support services including copying, filing, archiving, mailing documents, reviewing incoming mail, answering telephones, scheduling meetings and appointments, arranging for meeting facilities, making travel arrangements, preparing travel expense claims, processing timesheets, processing bar dues, and other duties as required.  |

**MARGINAL DUTIES:**

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| 5% | Provide back-up secretarial support, and to other offices as assigned. |
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**LANGUAGE SKILLS:** Possess knowledge of grammar and punctuation skills, follow oral and written directions, read and write English at a level required for successful job performance, and communicate effectively.

**MATHEMATICAL SKILLS:** Ability to make mathematical computations of medium level of difficulty (add, subtract, multiply, and divide all units of measure using whole numbers, common fractions, and decimals.)

**OTHER QUALIFICATIONS:** Ability to use a computer (including a tablet) and other electronic devices in a legal office setting, including scanning/copier equipment. Knowledge of court filing requirements and rules. Experience in preparing legal documents; Possess word processing skills and preparing correspondence; Basic understanding of the judicial process and legal procedures and practices; Knowledge of proper format of State and Federal citations and use of legal resources from traditional library references and electronic applications. Ability to learn, follow directions, communicate effectively with staff and others. Ability to exhibit professional work habits such as punctuality, skill, neatness, organization and dependability. Ability to make satisfactory progress in a prescribed training program, interpret written material, edit written material, write effectively, analyze written and numerical data accurately and use clear, concise oral communication. Possess the ability to recognize and protect confidential materials and information.

**SPECIAL PERSONAL CHARACTERISTICS:** This position requires mature judgment, poise, tact, and discretion, as well as the ability to get along well with office attorneys and staff, all levels of Department staff, representatives from other agencies, and the general public.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:** Computers, fax machines, telephones, printers, scanners, photocopier, postage machine, shredders, computer software (Word, Excel, Adobe) and the usual office supplies.

**WORK HOURS:** Work hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.